



APPLICATION FOR EMPLOYMENT

- Follow Instructions carefully
- Print or Type
- Check for errors and signature before submitting
- Provide detail – do not use “see resume” or your application may not be considered
- Sign your application. An unsigned application will not be considered.
- If accommodation or assistance is needed in completing this application, contact the Commission at 701-845-8632

Position Applying For: ATTORNEY III	Position Number:	Office:
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GENERAL INFORMATION

Name (Last, First, Middle Initial)	Work Phone	Home Phone	Email Address	
Mailing Address	City		State	Zip Code
Have you ever been a student of the North Dakota University System or an employee of the State of North Dakota <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please indicate your student or employee ID number, if known, and your former name(s) if your name changed				
Can you provide proof, if hired, that you are eligible to work in the United States <input type="checkbox"/> Yes <input type="checkbox"/> No				
Have you ever been convicted of a crime other than a minor traffic violation <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: (Convictions are not an absolute bar to employment but will be considered in relationship to the job requirements)				
How did you learn about this opening?				

VETERAN'S PREFERENCE

Veteran Eligibility: You must be a North Dakota resident and have served in the active military forces during a period of war or received the armed forces expeditionary or other campaign service medal during an emergency condition, and must have been released under other than dishonorable conditions. See North Dakota Century Code 37-19.1

Do you claim preference as a:

- Veteran ☐ No ☐ Yes - Attach DD-214, Report of Separation
- Disabled Veteran ☐ No ☐ Yes - Attach DD-214 & letter less than one year old from veterans' administration indicating disability
- Spouse of Disabled Veteran ☐ No ☐ Yes - Attach copy of marriage certificate, DD-214, & letter less than one year old from veterans' administration indicating disability
- Spouse of a Deceased Veteran ☐ No ☐ Yes - Attach copy of marriage certificate, DD-214, & veteran's death certificate

EDUCATION AND/OR TRAINING

Did you graduate from high school or receive a GED Certificate <input type="checkbox"/> Yes <input type="checkbox"/> No						
SCHOOL NAME AND LOCATION (college, business, nursing, vocational, or other)	Number of Credits		Field		Did you graduate?	Diploma or degree earned
	Qtr.	Sem.	Major	Minor		
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
					<input type="checkbox"/> Yes <input type="checkbox"/> No	
Computer skills, related volunteer experience, and other education/training/skills:						

LICENSE OR CERTIFICATION

License/Certification	State	Profession	License/Certification #	Expiration Date

Employment History: (Provide detail; do not use “see resume.”)

- Start with your current or last job – include armed forces service and self-employment.
- Any change of job title under the same employer should be considered a separate position.
- Attach additional pages following this format if you have additional employment history.

May we contact your current employer for a reference				<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Not Applicable
1.	Employer	Telephone Number	Supervisor's Name			
Type of Business		Address				
Your Job Title		Date Employed (indicate months & years) From: To:		Average Hours Worked Per Week:		
Duties:						
Monthly Salary:		Reason for Leaving:				
2.	Employer	Telephone Number	Supervisor's Name			
Type of Business		Address				
Your Job Title		Date Employed (indicate months & years) From: To:		Average Hours Worked Per Week:		
Duties:						
Monthly Salary:		Reason for Leaving:				
3.	Employer	Telephone Number	Supervisor's Name			
Type of Business		Address				
Your Job Title		Date Employed (indicate months & years) From: To:		Average Hours Worked Per Week:		
Duties:						
Monthly Salary:		Reason for Leaving:				
4.	Employer	Telephone Number	Supervisor's Name			
Type of Business		Address				
Your Job Title		Date Employed (indicate months & years) From: To:		Average Hours Worked Per Week:		
Duties:						
Monthly Salary:		Reason for Leaving:				

Please answer the following questions:

I have represented approximately _____ criminal defendants.

I have represented approximately _____ persons in juvenile matters.

I have handled approximately _____ cases dealing with indigent persons (as an indigent defense attorney, legal aid attorney, doing pro bono work, etc.). Please specify type(s) of cases: _____

I have acted as sole or lead counsel in _____ criminal jury trials.

I have acted as sole or lead counsel in _____ civil jury trials.

I have acted as sole or lead counsel in _____ bench trials.

I have appeared as lead counsel in _____ contested motion hearings.

I have appeared as lead counsel in _____ juvenile deprivation hearings (hearings not already counted as a contested motion hearing).

I have appeared as lead counsel in _____ juvenile delinquency hearings (hearings not already counted as a contested motion hearing).

I have appeared as lead counsel in _____ termination of parental rights cases that went to contested hearing.

I have researched, written and filed _____ motion briefs (other than simple motions to continue, etc.)

I have researched, written and filed _____ appellate briefs.

Please describe other significant research and writing experience: _____

Please provide details about your supervisory experience. Indicate who you supervised (and whether you supervised other attorneys), what you did as a supervisor, the company/firm in which you provided the supervision, and the length of time:

Have you been sanctioned or disciplined by the disciplinary board of any state? _____ YES _____ NO

I certify that all information contained in this application and any attachments is true and complete to the best of my knowledge. I understand that willful misrepresentation, false statement, or omission by me in the application or interview process will be cause for rejection of my application or termination of my employment. I authorize investigation of all statements made on this application and any attachments, and I release all persons, companies, and organizations from liability for providing or receiving such information. I further understand that this employment application and other employment related documents are not contracts of employment; and, that any oral or written statements to the contrary are hereby expressly disavowed. A typed name is considered a signature.

Applicant's Signature

Date

All Information provided is subject to the North Dakota Open Records Law

Equal Opportunity Employer

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services and complies with the provisions of the North Dakota Human Rights Act.